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10 JAN 1958

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : OTR Activities

1. The Office of Training reports on the following activities which occurred during the month of December 1957:

a. Training Assistance

(1) A full two-day briefing was presented to twenty-two members of the Foreign Service Institute Mid-Career Course on Foreign Affairs. Both the Chairman of the course and the students responded to the program enthusiastically and expressed appreciation for the manner in which our functions and problems were discussed. The Agency has definitely made friends as a result of this briefing. Henceforth, the program will be presented four times a year as an integral part of all Mid-Career Courses.

(2) In accordance with a request from Chief, War Plans Division, PPC-DD/P, arrangements have been made for a presentation to the Armed Forces Staff College at Norfolk on 13 January 1958. Present plans call for two members of PPC and two representatives of OTR, accompanied by four members of the Office of Special Warfare, Department of Army, to visit the Staff College as a team. During the morning, a presentation will be made by Col. [REDACTED] CIA, and Col. Oliver Dixon, OSW/DA, and the afternoon will consist of seminar sessions with all participating in answering students' questions.

b. Internal Training Activities

(1) The Intelligence Products Exhibit which was held in December was attended by fifty-five cleared personnel from the Army, Navy, Air Force and Department of State.

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(2) The slots authorized for the Weapons Orientation Course at Sandia Base have been increased from two to five. This is timely in view of the fact that the Air Force has discontinued the Weapons Orientation Course at Maxwell Field until Fiscal Year 1959, and the five courses scheduled for the remainder of the year at Ft. Bliss have also been cancelled. All components within the Agency affected by these changes have been notified, and re-scheduling will be done on receipt of requirements.

(3) Mr. Sellenberger, Dean of the PSI Language School, reported personal interest of the Secretary of State in language training, and stated that cabinet-level decisions place language ability second only to science and mathematics as a necessity for further development of security resources.

(4) During 1957 more than 1000 requests for external training have been received and processed. Approximately 95% of the applicants were enrolled in the training requested. Of the remaining 5%, forty requests were cancelled or withdrawn at various review stages and some were diverted to internal OTR courses.

(5) On what has been termed by the Air Force its "fair exchange" program, the Agency has received one slot in a full-time Serbo-Croatian course. This benefit, resulting from the inter-agency Roundtable, should save the Agency tuition and other related expenses. In several previous instances, training of this kind has cost the Agency from \$3000 to \$5000.

c. Monthly Enrollment

During the month of December 859 persons were enrolled in the Office of Training conducted courses.

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Acting Director of Training

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25X1A9a Approved For Release 2001/03/22 : CIA-RDP78-06372A000100080012-3

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